



Diocese of Arundel & Brighton
Gift Aid - Important documents to be uploaded to GiftWise
Appendix 7

Agreement with the Trustees of the Roman Catholic Diocese of Arundel & Brighton

As Data Controller the Diocesan Trustees ask you to comply with guidance as to how you as Parish Gift Aid Organiser you will obtain and manage personal data.

- Personal data obtained and managed will be sufficient to enable recovery of tax paid from the Her Majesty’s Revenue and Customs (HMRC) on donations made under Lifetime Deed of Covenant or Gift Aid Declaration by tax paying individuals.
- The information required is set out in the Gift Aid Handbook and may be modified from time to time by the Diocesan Gift Aid Co-Ordinator.
- The information is confidential. It must be managed securely within GDPR requirements and must be disclosed on request only to the Parish Priest, Diocesan Finance Office, Gift Aid Co-Ordinator, HMRC, Diocesan Internal and External Audit teams or other lawful body on demand.
- Any written requests by data subjects for information processed on them must be submitted immediately to the Chief Operating Officer for action.

I acknowledge receipt of this agreement and will comply with the confidentiality requirements.

Name of Parish and town:

Gift Aid Code:

Gift Aid Organiser's Signature:

Name (please print):

Assistant Gift Aid Organiser’s Signature*:

Name (please print):

Date:

* Where there are assistants they must all sign this Agreement.
Please send signed original to Diocesan Gift Aid Office; a copy should be retained by the Gift Aid Organiser